

Designation of Applicant's Agent Resolution

Be it resolved by _____ of _____
(Governing Body) (Public Agency)
_____, _____ is hereby designated the authorized
(Name of New Agent) (Title)
representative for and in behalf of _____, a public agency
(Public Agency)
established under the laws of the State of Washington.

The purpose of this designation as the authorized representative, is to obtain federal fire management assistance funds. This representative is authorized on behalf of _____ to execute all contracts, certify completion of work,
(Public Agency)
request payments, and prepare all documentation for funding requirements.

Passed and approved this _____ day of _____, 2002.

_____, _____, _____, _____
(Signature) (Title) (Signature) (Title)

_____, _____, _____, _____
(Signature) (Title) (Signature) (Title)

_____, _____, _____, _____
(Signature) (Title) (Signature) (Title)

Certification

I, _____, duly appointed and _____ of _____
(Name) (Title) (Public Agency)
do hereby certify that the above is a true and correct copy of a resolution passed and
approved by the _____ of _____
(Governing Body) (Public Agency)
on the _____ day of _____, 2002.

_____, _____, _____
(Official Position) (Signature) (Date)

INSTRUCTIONS FOR COMPLETING DESIGNATION OF APPLICANT'S AGENT

Governing Body – council, commissioners, board of directors, etc.

Public Agency – name of the applicant entity, i.e., county, city, fire district, etc.

General Notes:

Must have signatures of voting members of the governing body; titles may be typed.

A majority of the governing body must sign the resolution.

The certification must be signed by the clerk of the governing body.

The signed resolution itself may be photocopied, but the **certification** needs to have the **original signature** of the signer.

A letter may be substituted for the Designation of Applicant's Agent Resolution. It should be from the chief executive officer for the public agency, i.e., Mayor, City Manager. However, one **may not appoint oneself** as the applicant agent.